ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Long-Range Plan - Phase IV Support Capabilities

FROM: James H. McDonald Acting DDA 7D18 HQ	EXTENSION	NO. DDA 82-2266/1
		DATE 17 September 1982

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. *Director of Logistics*				Transmitted herewith are the documents referred to in paragraph 2 of DDA memorandum to all Office Directors dated 17 September 1982, Subject: Agency Long-Range Planning - Phase IV Support Capabilities (DDA Registry Number 82-2266).
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3.				STAT
4.				James H. McDonald
5.				Attachment
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DD/A Registry
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17 SEP 1982

MEMORANDUM FOR: Director of Communications
                        Director of Data Processing
                        Director of Finance
                        Director of Information Services
                        Director of Logistics
                        Director of Medical Services
                        Director of Security
                        Director of Training & Education
                        Special Support Assistant to the DDA
                        Information Handling Systems Architect

FROM: Harry E. Fitzwater
                        Deputy Director for Administration

SUBJECT: Agency Long-Range Planning
                        Phase IV - Support Capabilities

REFERENCE: A. Memo from EXDIR to all DDs dtd 1 Feb 82,
                        Subject: CIA's Long-Range Planning Schedule
                        for 1982

                 B. Memo from DDCI to all DDs dtd 12 Nov 81,
                        Subject: CIA's Long-Range Planning Process

1.   Reference memoranda outline the Agency's long-range planning process. As you will note, the Directorate of Administration has been tasked to develop a long-term forecast of the "Support Capabilities" which will be needed through the rest of this decade. Basically, this will involve an analysis of the already approved papers on "Intelligence, Operational, and Scientific/Technical Capabilities" to determine their impact on our Directorate. We will add to this analysis an evaluation of what future capabilities we will need for certain categories of support which are either separate budget targets or are substantial stand-alone issues within the support infrastructure. A DA Planning Team will consolidate your contributions into a long-term DA strategy paper entitled, "Support Capabilities" which will be presented to EXCOM for approval in mid-November.

2.   The following papers, approved by EXCOM, identify the collection, processing, analytical, and operational capabilities which will be needed over the next ten years:

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Intelligence Capabilities
Covert Action Capabilities
Counterintelligence Capabilities
Operational Capabilities
Scientific/Technical Capabilities

Each addressee should submit a comprehensive analysis of the impact on their operation which would result from the activities outlined in the above papers. In preparing your analysis, you should address each item which has resource implications for your component. You should also, wherever possible, present innovative and imaginative schemes for supporting these requirements and how you intend to integrate these schemes into your operation. Copies of the above documents are being transmitted under separate cover this date. Attachment A lists the format for your submission.

3. The following Directorate components should prepare additional papers on the subjects listed:

Component	Subject
OC	Communications 1982/1992
SSA	DA Support to Operations Overseas
ODP	ADP Equipment/Services 1982/1992
IHSA	IH Strategic Plan
OL	Logistics Support 1982/1992
OS	Security Support 1982/1992
OTE	Training Support 1982/1992

In preparing these papers, you should not duplicate the information requested in paragraph 2. Rather, the above papers should review our current capabilities and management plans and focus on the need for significant change or improvement. Each paper should cover broad issues which are likely to be of continuing long-term management concern. They should not be resource intensive and simply request additional manpower and funds. They should attempt to present innovative and imaginative concepts for meeting future requirements and improving the support infrastructure. Attachment B lists various topics which should be included.

4. To reduce the manpower burden, we will not ask each Office to provide a representative to the Planning Team mentioned in the opening paragraph. However, each DA component should appoint an individual to serve as a focal point for this project. The name of your appointee should be provided to [   ] by 21 September.' The individual you select will be responsible for coordination between the Planning Team and your Office and will sit with the Planning Team for those meetings at which your component's papers are reviewed.

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5. This process presents an excellent opportunity for this Directorate to focus on new ways to provide for our customers' future requirements and needs. The direction and goals which result from this exercise should provide the thrust for responsive, innovative, and timely support to Agency operations over the next decade. Therefore, your personal involvement, ideas, and guidance are essential. We must explore a wide range of options and develop a broad-based, long-term strategy. When the Directorate plan has been approved by EXCOM, it will be turned over to the Executive Director's Planning Staff. This Staff will combine our input with that of the other Directorates and prepare an Agency ten-year strategic plan. The Agency strategic plan is expected to provide guidance for the formulation of the Agency's program and budget for the next ten years.

6. The papers requested are due to me by 22 October 1982. Any questions regarding this process should be referred to [   ] on extension [   ] More specific guidance and tasking will be forthcoming as the Planning Team begins to orchestrate the process.

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Harry E. Fitzwater

Attachments

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ATTACHMENT A

I. Executive Summary

A short synopsis of the major issues presented in the paper.

II. Overview

A. Brief description of the major concerns that have driven your
component's resource strategy for the past several years.

B. Brief review of the current major issues within your component's
operation.

C. Future directions, themes, and potential problem areas.

III. The Phase II Planning Papers

Describe the impact of and your response to potential requirements
identified in each of the Phase III Planning Papers and prepare
alternatives to support these requirements.

IV. Resource Requirements

List the resources needed to accomplish the capabilities identified
in Section III above and include resources needed to cover proposed
alternative courses of action. The list should be in priority order
based on potential for significant improvements in your operation.

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ATTACHMENT B

I. Component: Office of Communications

    Subject: Communications 1982-1992

    Remarks: In addition to such items as the D/OC may think   25X1
                appropriate, this paper should also address:

                - Support t[   ]
                - OC Post-Reca[   ]zation   25X1
                - OC support to covert communications
                - OC support for continuity of government activities
                - DTS

                [   ]   25X1

II. Component: Special Support Assistant

    Subject: DA Support to Operations

    Remarks: In addition to such items as the Special Support
                Assistant may think appropriate, this paper should
                also include:

                - Suggestions for improving support to overseas
                  personnel and operations
                - Suggestions in meeting constant shifts in require-
                  ments in DO (surge capability)
                - Directorate support to a paperless station

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                - Ways to get more overseas tours for young Directorate
                  officers with high potential
                - Ways to streamline and reduce DA paper requirements
                  overseas

III. Component: Office of Data Processing

     Subject: ADP Equipment/Services 1982-1992

     Remarks: In addition to such items as the D/ODP may think
                 appropriate, this paper should include:

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- ADPE and analyst support in the SAFE environment
- Back-up computer center
- Long-range strategy to support quantum increases in demand for ADP equipment
- Long-range strategy to increase the timeliness and responsiveness to demand for ADP services

IV. <u>Component</u>: Information Handling Systems Architect

<u>Subject</u>: Short Synopsis of the Information Handling Strategic Plan

<u>Remarks</u>: In addition to such items as the IHSA may think appropriate, this paper should include an appropriate summary of the major issues contained in the Information Handling Strategic Plan

V. <u>Component</u>: Office of Logistics

<u>Subject</u>: Logistics Support 1982-1992

<u>Remarks</u>: In addition to such items as the D/OL may think appropriate, this paper should also include: ILLEGIB

- Feasibility of establishing proprietary to provide

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- space for an expanding Agency (also include the feasibility of locating select Agency components elsewhere in the country)
- Long-term strategy to increase the timeliness and responsiveness of the Agency procurement, contracting, and supply systems . LIMS
- Long-term strategy to become independent from GSA et al
- Long-term strategy to improve logistics services support to Headquarters/CONUS components
- Feasibility of reestablishing dedicated military airlift capability

VI. <u>Component</u>: Office of Security ·

<u>Subject</u>: Security Support 1982-1992

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Remarks: In addition to such items as the D/OS may think appropriate, this paper should also address:

- Security support to overseas personnel and installations☐
- Long-term strategy to increase the assignment of Security officers abroad
- Effect of the technology explosion on security countermeasures
- Computer security
- Long-range strategy for the reinvestigation program, applicant processing, and personnel security requirements

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VII. Component: Office of Training and Education

Subject: Training 1982-1992

Remarks: In addition to such items as the D/OTE may think appropriate, this paper should also include:

- ☐
- Training for information handling
- Exploration of alternate ways to accelerate the number of language-qualified employees

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